

Homeland Defense, Defense System, or SNIM (choose one)
Technical Area Task (TAT) Performance Work Statement (PWS)
Insert TAT Title + Requiring Activity's (RA) Name (Organization/Directorate)

1.0 BACKGROUND

Insert one to two concise paragraphs that identify and explain the RA's organization and mission. The information in this section should establish the context for the work required under this TAT. Clarify the RA's mission and how this TAT will support that mission.

2.0 OBJECTIVE

Identify the pertinent objective/goals of the TAT related to the mission requirements.

3.0 TASKS

Insert the description of the effort as tasks/subtasks.

Tasks 3.1 and 3.2 are reserved for Defense Technical Information Center (DTIC) tasks and are required in all Information Analysis Center (IAC) TATs.

3.1 (Task 1) – Post Award Orientation and Quad Chart

CSC will provide the approved text for task 3.1.

3.2 (Task 2) – STI Relevance Assessment and Gap Analysis

CSC will provide the approved text for task 3.2.

3.3 (Task 3 and beyond [Task 4, Task 5, etc.]) – Title

Include any relevant information that pertains to task; use subtasks as needed. Define level of service for the effort. Referencing total estimated hours per task is encouraged, but not required. For each technical task, include the current tools and technologies in place, future requirements and anticipated tools, and scope of each effort.

Every subtask or paragraph needs to end with a reference to a deliverable that is being developed as a direct or indirect result of the work that is described in that subtask or paragraph. The reference is formatted as follows: (Deliverable 4.X; Recommendations Report).

*As is shown in the Deliverables Table in paragraph 4.0 of this template, Deliverables 4.1 through 4.5 are required for all IAC TATs; **begin numbering for TAT-specific deliverables with 4.6.***

4.0 (DELIVERABLES/REPORTING REQUIREMENTS)

Provide as much detail as possible and be clear about what the Government is actually going to receive as part of this TAT. Specifically for prototypes, the description needs to identify if the

deliverable entails drawings, design specifications, the bill of materials, etc. As part of a prototype deliverable, the final total cost of that prototype needs to be included. This complete prototype deliverable package then becomes part of the valuable STI for the repository.

For software-related deliverables, the description needs to identify if the deliverable entails drawings, design specifications, the bill of materials, etc. Additionally, define if the deliverable includes the software itself, the source code, system diagrams, etc.

TAT DELIVERABLES – PERTAIN TO ALL TASKS					
#	Title	Estimated Quantity (indicate if qty. pertains to one year or to entire PoP)	Estimated Number of STI Records (indicate if qty. pertains to one year or to entire PoP)	Estimated Due Date / Frequency	Description
4.1	Monthly Status Report (MSR)	36-60 (depending on PoP)	0	45 days After Receipt of Order (ARO), Monthly	Includes actual versus planned task expenditures, technical progress made, schedule status, travel conducted, meetings attended, issues, and recommendations. The MSR reports cost, schedule, and performance against PWS requirements. Identifies funding compared to ceiling, planned versus actual expenditures, deliverables funded and date they were funded, technical progress made and schedule status per deliverable, deliverable titles and numbers completed within the previous month, and the deliverables scheduled to be delivered during the upcoming month. Specific MSR format and content shall be mutually agreed upon by the contractor and ACOR, per the guidance contained herein. The MSR content should be established no later than the post-award conference. The MSR shall be in PDF format, e-mailed to the ACOR, COR, and CO.
4.2	Final Technical Report	1	1	End of PoP	(CDRL A00#) Shall include task background, objectives, assumptions, specific data collected, conclusions analyses conducted and recommendations. Each report shall be delivered to the ACOR and COR, prior to expiration of the PoP. Under authority of the ACOR, with approval by the COR, the FTR (whether unclassified or classified) shall have a Distribution Statement. Every effort will be made to avoid utilizing Distribution F (Further Distribution Only as Directed By RA). However, if sensitive internal information is contained in the FTR, every attempt shall be made to produce a sanitized (redacted) version of the FTR for distribution within DoD (Distribution D) and inclusion in the DTIC

					database. For classified reports to be included in DTIC classified databases, an unclassified SF298 will be produced and signed by the Government RA ACOR; this document shall serve as the basis for creating unclassified metadata, which the BCO will add to the DTIC unclassified database, in accordance with established policy and procedures.
4.3	Redacted TAT	1	0	30 days ARO	(CDRL A008). To support transparency of Government contracting the contractor shall provide a redacted copy of awarded TAT(s) appropriate for public release, which the Government intends to post to a public web site.
TASK 1					
4.4	Post Award Brief Slides and Minutes with Attendees List and Quad Chart	1*	0	30 days ARO	Slides, as a minimum, identify the key stakeholders and highlight their roles and responsibilities, summarize the tasks and associated deliverables (with specific focus of building on the BCO knowledge base and producing STI for future reuse), and provide monthly status reporting (cost, schedule, performance). Minutes (with a list of attendees) should capture the substance of the meeting. Quad chart is a chart divided into four equal sections containing summary TAT information. Within the IAC space of DoDTechipedia, the sections of a quad chart include: (1) the objective of the TAT; (2) a graphic representing the sponsor of the TAT; (3) the contract information; (4) the key tasks and deliverables.
TASK 2					
4.5	STI Relevance Assessment and Gap Analysis	3-5 (depending on PoP)	0	Annually	Annual summary of STI used in performance of the TAT, including value of that STI and feedback on its usefulness. Also includes summary of TAT needs for STI unmet by the existing BCO knowledge base (i.e., areas where additional BCO STI would have been useful in performance of the TAT).
TASK 3					
4.6	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>
4.7	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>
4.8	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>
TASK 4					
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>

TASK 5					
4.#	<i>Insert title</i>	<i>Insert number</i>	<i>Insert number</i>	<i>Insert due date or frequency</i>	<i>Insert description</i>

*Indicates that the number of deliverables is an estimate.

5.0 GOVERNMENT FURNISHED EQUIPMENT

Includes Government furnished equipment, material, and information. List all applicable items. If provision of GFE is not anticipated, leave section blank or so state.

6.0 SECURITY REQUIREMENTS

Explain the highest level of security clearance required to execute the TAT. Explain all security and clearance requirements for both facility and personnel.

7.0 BENEFITS TO THE IAC AND GOVERNMENT

CSC will provide the approved text for paragraph 7.0.

8.0 SERVICE SUMMARY

Develop standards/thresholds regarding what would need to be tracked/measured to ensure the contractor is meeting the requirements of the contract.

Service Summary Table

TAT PERFORMANACE OBJECTIVE	TAT PWS REFERENCE	TAT PERFORMANCE STANDARD/THRESHOLD
<i>Objective Title</i>	3.X thru 3.X	<u>Standard:</u> <u>Threshold:</u>
<i>Objective Title</i>	3.X thru 3.X	<u>Standard:</u> <u>Threshold:</u>
<i>Objective Title</i>	3.X thru 3.X	<u>Standard:</u> <u>Threshold:</u>

9.0 TRAVEL AND OTHER DIRECT COSTS

[DATE]

9.1 Travel

Include the statement and table shown below in this section. At a minimum, provide the estimated number of local, Continental United States (CONUS), and Outside CONUS (OCONUS) travel.

At a minimum, provide at the highest level, the number of Local, CONUS, and OCONUS travel. For example, “The IAC contractor shall perform local travel in the XXX area to meet SOW requirements. It is also anticipated there will be a need for approximately XX trips per year to various CONUS locations. In addition, fulfilling the requirements may require travel to the following OCONUS locations: XXX, XXX. All travel shall be approved by the RA prior to execution by the contractor.

Travel shall comply with Section X, Paragraph XXX (CSC will fill in) of the basic contract. Travel shall be approved by the TPOC in writing prior to actual travel. The below are examples of possible travel but are estimates only.

Travel Table

DESTINATION	DURATION (DAYS)	# TRIPS PER YEAR	# STAFF PER TRIP	PURPOSE

9.2 Other Direct Costs (ODC)

Identify any items that will be required by the contractor and will not be provided as GFE/GFP.

10.0 PERSONNEL QUALIFICATIONS

The contractor shall possess the necessary training, qualifications, experience, and clearances to accomplish all tasks identified in this PWS.

11.0 PERIOD AND PLACE OF PERFORMANCE (PoP)

11.1 Period of Performance (PoP)

Establish the length of the PoP based on the requirement and determine the structure of the PoP based on the funding type that will be provided for initial funds.

You may have a PoP up to but not exceeding 60 months for HD TATs and DS TATs. All SNIM orders must have a PoP end date NLT 31 May 2017.

You can structure the PoP as one period if multi-year funds—in part or in total—are used to initially fund the effort. If initial funding type is solely Operations and Maintenance (O&M) funds, the PoP must be structured as a base period not exceeding 12 months and option periods not exceeding 12 months each.

11.2 Place of Performance

If contractor will be required to perform work at a Government facility (or facilities), indicate that here. Include the name and address of agency. If work is to be performed at multiple locations, identify the approximate percentage of work to be performed at each location.

12.0 Special Requirements, Applicable Publications, and References

It is not necessary to complete this section if not applicable.

TAT Points of Contact (POCs)

IAC: DS/HD TATs or SNIM (*choose one*)

TAT Number: CSC will provide

Estimated Duration: XX months (*up to 60 months*)

TAT Title: Use title from page one

Requiring Activity (Government):	Requiring Activity TPOC (Government):
Organization:	Organization:
Command of Requiring Activity (i.e., Activity that would be performing the mission if not for the contractor:	Command of Requiring Activity (i.e., Activity that would be performing the mission if not for the contractor:
Directorate:	Directorate:
Office Symbol:	Office Symbol:
Attention Line:	Attention Line:
Street Address:	Street Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
DODAAC:	DODAAC:
Unit Code:	Unit Code:
Pay Office Symbol: <i>For example, "DTIC-RM"</i>	Pay Office Symbol:

Additional organizations providing funding for requirements under this PWS (*insert or remove, as appropriate*):

Government POC:	Government POC:
Organization:	Organization:
Directorate:	Directorate:
Office Symbol:	Office Symbol:
Attention Line:	Attention Line:
Street Address:	Street Address:
City, State, Zip	City, State, Zip
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:
DODAAC:	DODAAC:
Pay Office Symbol:	Pay Office Symbol:

Weapon System Support - Is the requirement connected to any weapons system? (Answer Yes or No) _____

[DATE]

Weapon Systems Code - If connected to a weapons system what is the applicable Weapon System Code for the predominate system? _____

Inherently Governmental Functions Indicator_____

For definitions and instructions, please see the DAPA memo at www.acq.osd.mil/dpap/policy/.../USA007619-12-DPAP.pdf

Product Service Code: AZ12 (Other R&D Exploratory Development).

This code describes the products, services, or research and development (R&D) purchased by the federal government. We have pre-populated this field with AZ12, this field may be changed by Requesting Activity.

The PSC Manual can be found at <http://www.acquisition.gov/PSC%20Manual%20-%20Final%20-%202011%20August%202011.pdf>

Requiring Activity Signature: _____

Date